

City of Wenatchee
Wenatchee Community Center
Reserved Parking Space Instructions

A parking permit for the ten numbered spaces located at the Wenatchee Community Center can be obtained by coming to the Parks and Recreation office located at 1350 McKittrick Street, completing a Permit Application, and paying the fees. The process takes 10 to 15 minutes. If you would like to save time, you may complete the application in advance to expedite the process.

1. Fill out the Permit Application form completely. Please print legibly.
2. Read the Permit Parking Conditions and then sign and date the application.
3. Bring the completed form to our office at 1350 McKittrick Street, Monday through Friday from 8:00-4:30pm.
4. We accept payment by check payable to "City of Wenatchee", or cash.
5. When you receive the permit, follow the permit display instructions.

If coming to our office is inconvenient, the process can be done through the mail by completing and then mailing the application and payment. If a space is available we will assign a permit and mail it to you. We will notify you if space is not available and add your name to the waiting list for the next available permit.

Please contact us at (509) 888-3284 if you have any questions.

Thank you!

Parks and Recreation Staff

City of Wenatchee
Wenatchee Community Center
Reserved Parking Space Permit Application

Application Date: _____

OWNER INFORMATION

Name: _____
Address: _____ City: _____ Zip: _____
Email: _____ Home Phone: _____
Employer: _____ Business Phone: _____

VEHICLE INFORMATION

Make: _____ Model: _____ Color: _____
License Number: _____ State: _____

PARKING SPACE REQUESTED (Please circle)

Space: 1 2 3 4 5 6 7 8 9 10

CONDITIONS

1. Vehicle owner may use and occupy one (1) reserved parking space as designated by the permit for twenty-four (24) hours per day on a monthly basis located at the Wenatchee Community Center, 504 South Chelan Avenue on the indicated dates at the indicated times for the rental rates stated below.
2. Reserved use is for parking of normal passenger vehicles only, including light weight pick-up trucks.
3. All reserved permit parking space payments must be paid in full (on a calendar quarter or annual basis) a minimum of ten (10) business days prior to the beginning of a new calendar quarter or year.
4. The permit automatically expires at the conclusion of the paid reservation period unless payment is received a minimum of ten (10) business days prior to the expiration date. Vehicles remaining in the space at the end of the rental period will be towed at the owner's expense.
5. Permits are not transferable.
6. Vehicle owner agrees that all damages, including damages resulting to fencing surrounding the parking perimeter associated with use of the space will be the responsibility of the vehicle owner.
7. Vehicle owner understands and expressly agrees that the City of Wenatchee is not responsible for loss or damage to any vehicle or its contents by fire, vandalism, theft or any other cause, nor for loss, damage or injury by or to other individuals of any nature. Articles left in vehicles are at the vehicle owner's risk. Vehicle owner expressly acknowledges that the City of Wenatchee

shall have no duty to provide security, and expressly does not assume any obligation to provide for the security of the parking area or to protect individuals using the parking area, or vehicles or property in the parking area, from criminal activities.

8. Automotive repair work, washing or waxing is not permitted in the lot.
9. Vehicle sales or storage is not permitted in the lot.
10. Unregistered, unlicensed, abandoned, or inoperative vehicles will be removed at the vehicle owner's expense.
11. Park in the designated space only. If another vehicle is in your space, park in an unmarked space and call (509) 888-3286 to report the violation.
12. The City of Wenatchee reserves the right without remuneration to post temporary restrictions to parking for purposes of facility cleaning, snow removal and maintenance.
13. The City of Wenatchee Police Department enforces parking in the Community Center lot.
14. The City of Wenatchee shall have the right, without further notice to the vehicle owner to have towed any vehicle that is parked in the reserved parking space that is not the permitted vehicle of the vehicle owner.
15. Any change in vehicle make, or change in license number, MUST be reported by calling the City of Wenatchee (509) 888-3284. Failure to do so may result in the issuance of a citation and/or the removal of the vehicle from the lot.
16. Refunds for permit cancellations will be issued on a pro-rated basis (increments of half month) minus a five dollar (\$5.00) administrative fee for handling the refund. To be eligible for a refund, requests must be received in writing by the Parks and Recreation Department a minimum of 15 business days before the cancellation date.

I hereby certify that the above information is true and correct and that I have reviewed and understand the Parking Permit Conditions. I also understand that the City of Wenatchee has the right to cancel/revoke my parking privilege should I fail to comply with any of these conditions.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

		Quarter	Rate	Due/Paid	Year	Receipt #
Quarter Rent	1 st	(January-March)	\$90	_____	_____	_____
	2 nd	(April-June)	\$90	_____	_____	_____
	3 rd	(July-September)	\$90	_____	_____	_____
	4 th	(October-December)	\$90	_____	_____	_____
Full Year Rent	Annual	(January- December)	\$360	_____	_____	_____

Date Permit Issued: _____ Space#: _____ Staff: _____